



DEPARTMENT OF THE NAVY  
NAVAL SCHOOL OF HEALTH SCIENCES  
BETHESDA, MARYLAND 20889-5612

IN REPLY REFER TO:

NSHSBETHINST 5420.4

09

37 Mar 99

NSHS BETHESDA INSTRUCTION 5420.4

From: Commanding Officer

Subj: COMMAND SENIOR STAFF COMMITTEE (CSSC)

Encl: 1 Recurring Agenda

1. **Purpose.** To establish the Command Senior Staff Committee (CSSC), for the Naval School of Health Sciences, Bethesda. The CSSC is charged with the execution of the strategic plans and process improvement initiatives recommended by the Executive Steering Council (ESC). All actions by the CSSC will conform to the command's mission, vision, and strategic goals.

2. **Background.** The Commanding Officer has initiated a new direction in effectively and efficiently managing committees while maintaining the total quality leadership (TQL) and continuous quality improvement concepts. To facilitate directorate level decision making that may affect the cross-functional levels of the organization, the CSSC is formed to consolidate numerous committee functions, improve communication and information flow, and reduce the overlap of committee functions.

3. **Membership.** The CSSC will be chaired by the Executive Officer and will be comprised of Directors and selected representatives from the command's enlisted and civilian communities. Alternate members may be designated and act for the principal as required. During the absence of the XO, the Acting XO will be the acting Chairperson. There will be no CSSC meeting when the majority of its members are not present. The following will comprise the CSSC:

- a. Executive Officer - Chairperson
- b. Command Master Chief
- c. Academic Dean
- d. Director for Resource Management/Comptroller
- e. Director for Administration.

- f. Director for Management and Specialty Training
- g. Director for Technical Training
- h. Director for Naval Medical Quality Institute
- i. Director for Visual Information Programs
- j. Director for Medical Service Corps Programs
- k. Director for Executive Management Education Programs
- l. Director for Nurse Corps Programs
- m. Director for HM/DT Programs
- n. Director for Dental Corps Programs
- o. Director for Medical Corps Professional Programs
- p. Director for Clinical Investigative Programs
- q. Head, Armed Forces Health Professions Scholarship Program
- r. Civilian Personnel Representative

4. **Procedure.** Enclosure (1) is the CSSC's recurring agenda. Agenda items will be provided by the subject matter experts outlined in enclosure (1) for their respective committee.

  
D. A. WYNKOOP

Distribution:  
List B

COMMAND SENIOR STAFF COMMITTEE (CSSC)  
RECURRING AGENDA

| <u>COMMITTEE</u>                          | <u>FREQUENCY</u> | <u>SUBJECT MATTER EXPERTS<br/>REQUIRED TO ATTEND</u>                             |
|---|------------------|--|
| 1. Equipment Program<br>Review Committee  | Quarterly        | Command Equipment Manager<br>Comptroller   |
| 2. Budget Advisory<br>Council             | Quarterly        | Comptroller  |
| 3. Position Management<br>Committee       | Quarterly        | Civilian Personnel<br>Head, Manpower Mgmt<br>Comptroller<br>Command Master Chief |
| 4. Information Systems<br>Executive Board | Quarterly        | Head, Mgmt Info Dept   |
| 5. Physical Security<br>Review Committee  | Quarterly        | Security Officer   |